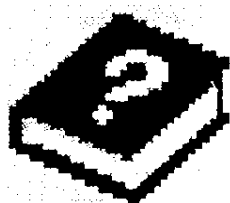


RECORDS HELP HAS ARRIVED!!



Have you ever asked why don't they put the records retention schedule online? Or where did I put my classification schedule? Or wouldn't it be easier to handle my records if the information were more convenient? Well, ask no more. Help has arrived online. Through the efforts of Karen Wherry in ITD, we have online help for users on Windows 95, Windows 3.1, and Macs.

The Records Management online help contains a full index to the records categories and cross references to all of the subcategories. The Philip Morris USA classifications are listed and described.

WINDOWS 95

- Click the **Start** button
- This symbol appears with Records Management next to it



- Double click to open it
- Tabs appear with "**Contents**," "**Index**," and "**Find**"
- Choose one by clicking on it
- Follow the directions on the screen
- "**Find**" offers the most flexibility -- example: Click on **Distributing Documents**; click on **Display**; Results are a listing of the rules established for distributing all documents according to their classification.
- *OPTION:* Put in a shortcut on your desktop or leave the application open and minimized

WINDOWS 3.1

- Open **Program Manager**, double click **Main**
- Double click on **File Manager**
- Select **P** drive
- Double click **help** folder
- Double click **records.hlp**
- There is a **Quick Guide**. Move the cursor to any green underlined item and click
- Search offers the most flexibility -- example: Type in **Distributing**; click **Show Topics**; **DISTRIBUTING DOCUMENTS** shows up in the bottom of the window. Click **Go To**; Results are a listing of the rules established for distributing all documents according to their classification.
- *OPTION:* Leave Help open and start Word

Macintosh

- Open the Mac hard drive
- Double click on **R&D Records Mgmt**
- Double click **records.doc** to open Records Help file
- Scroll through the file or click on **Edit** and do a **Find**

If you have questions about using the Records Management help online, please contact Charity Harris at x2411.

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